



**FAMILY CENTER AND THE SPRINGFIELD-GREENE COUNTY PARK BOARD
RENTAL AGREEMENT**

1. The renting organization agrees that, should the need arise, a cancellation notice of at least fourteen (14) days prior to the time of the rental is required in order to be eligible for a refund of rental fees paid, less a \$10.00 refund processing fee. However, when cancellation is a result of extreme inclement weather or national emergency which would also prevent other groups from renting the premises for an identical term as that of this RENTAL AGREEMENT, the Springfield-Greene County Park Board will waive the cancellation policy and agree to return any rental fees to the rental organization, or re-schedule the rental at a time and date agreeable to both parties.
2. The renting organization agrees to be responsible for and reimburse to the Park Board costs associated with any repairs to, or replacement of, any property or equipment damaged, stolen or lost caused by any member of the renting organization, except for normal wear and tear as deemed appropriate by the Springfield-Greene County Park Board.
3. The Park Board shall have the right to terminate this agreement upon receiving information that the renting organization is using the premises or is engaged in an activity on said premises which is in violation of Federal or State laws, City ordinances or rules and regulations of the Springfield-Greene County Park Board.
4. The renting organization **MUST NOT** discriminate on the basis of race, creed, color, national origin, religion, or sex. The Park Board reserves the right to terminate this RENTAL AGREEMENT upon information the renting organization is engaging in or intends to engage in illegal discrimination.
5. The renting organization agrees to indemnify, defend, and hold harmless the Springfield-Greene County Park Board from claims and damages because of bodily injury, including death, and from claims for damages to property which may arise both out of and during operations under this RENTAL AGREEMENT whether such operations be by the renting organization or by anyone directly or indirectly employed by the renting organization. This paragraph shall not apply to any school agency, state university, or political subdivision of the state.
6. The Park Board does not assume by the rental of said premises responsibilities for the supervision of the activities to be held by the renting organization on the premises. Further, the renting organization agrees that it has inspected the premises and finds that said premises are suitable for the purpose for which the renting organization proposes.
7. The Springfield-Greene County Park Board has the right to cancel this agreement at any time if its staff determines any part of this agreement has been breached by the renting organization. The renting organization may be given an opportunity to correct the breach of this agreement and be allowed use of the area(s) listed in this rental agreement.
8. The renting organization representative listed below agrees to the rules and rental requirements listed on the attached RENTAL FEES AND GUIDELINES information. Insufficient checks are charged a \$20.00 fee.
9. No smoking in the facility or within 50 ft. of the building.
10. No alcoholic beverages are allowed in the parks or park facilities.
11. City Ordinance prohibits the sale of tickets, concessions, services, materials or merchandise in parks or park facilities.

RENTAL FEES

	Chesterfield Family Center	Doling Family Center	Dan Kinney Family Center
Full Community Room w/ Kitchen	\$75/Hour 75 people max.	\$75/Hour; 100 people max. (min. 2-hour increments)	\$40/Hour 49 people max.
Half Community Room w/ Kitchen	\$40/Hour 30 people max.	\$40/Hour; 50 people max. (min. 2-hour increments)	N/A
Half Community Room	\$35/Hour 30 people max.	\$35/Hour; 50 people max. (min. 2-hour increments)	N/A
Activity Room*CFC Only	\$30/Hour 25 people max.	N/A	N/A
Gym-Half *DFC Only	N/A	\$30/Hour	N/A
Gym-Full *DFC Only	N/A	\$50/Hour	N/A
Non-Member Fee	\$10 per rental	\$10 per rental	\$10 per rental
3-Hour Lock-In	\$450.00	\$450.00	N/A
Refundable Cleaning and Damage Deposit	\$30 per rental	\$30 per rental	\$30 per rental

Facility Rental Agreement

Name: _____
 Address: _____
 City, State, Zip: _____
 Phone Number: _____
 Email: _____
 Organization Name: _____
 Size of Group: _____
 Purpose of Rental: _____

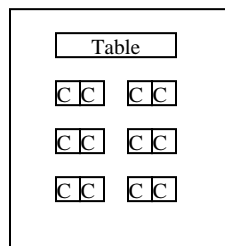
Rental Date: _____
 Day: _____
 Rental Time: _____ am/pm to _____ am/pm

ROOM

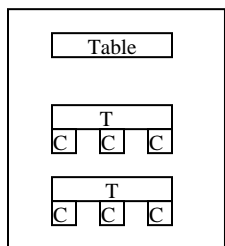
Full Community
 North Community
 South Community
 Activity Room

ROOM SET-UP Please select one of the room set up styles below.
 Table and Chair Options: (typically six chairs per 6 ft. rectangle table)
 #of Tables: _____ # of Chairs: _____

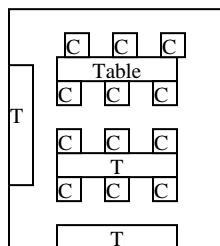
Lecture Style



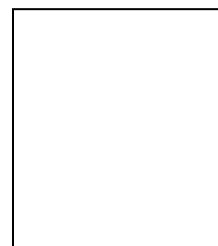
Classroom Style



Banquet Style 1



Other



Room rentals only give you access to the room you're renting, not the rest of the facility. The Fitness rooms are not available during lock-ins. All non-members using any other area of the facility must pay the daily fee. Chesterfield and Doling daily fees: \$10/Adult, \$7/Youth & Seniors. Dan Kinney daily fees: \$9/Adult, \$6/Youth & Seniors. Please complete the attached Guest List and return it prior to your rental. All non-member guests are required to sign the Guest List (an adult must sign for each minor) and will be issued a wristband upon arrival, which must be worn and visible while in the facility.

This is a contract, please read carefully: I, Participant, in consideration of the Springfield-Greene County Park Board ("Park Board") hereby assume all risks of personal injury or property damage, which may occur as the result of any participation in activities at any park facilities, including but not limited to the following activities: exercise programs, aerobics, weight lifting, running, basketball, volleyball or Martial Arts. Participants further release Park Board for all risks of condition of premises, facilities, and equipment used for such activities. Participants further release City of Springfield, Park Board and their employees and agents from all claims, even if caused by the past or future negligence of City, Park Board or their employees or agents, excepting only intentional acts or gross negligence. Participants grant full permission to Park Board to use participants' names, photographs, videotapes or recordings for any publicity promotion and/or security purposes without obligation or liability to participant or participant's family members. Participants further agree to cooperate and comply with the rules and regulations set by the Park Board. By signing below, participant acknowledges that they have read and understand this contract and further agree to comply with all obligations and conditions set out herein.

I have read, comprehend, and agree to the facility rental terms as stated in this agreement.

 Signature

 Date

OFFICE USE

Rental Fee \$ _____ Deposit \$ _____ Non-Member Fee \$ _____ Total Amount of Payment \$ _____

Received On: _____ Received By: _____ Receipt #: _____

Form of Payment: Cash Check Number: _____ Credit Card Visa MC Discover Amex

CC #: _____ Exp. _____ Verification Code: _____